

GRADUATE STUDENT HANDBOOK



**Graduate Education Office
Uniformed Services University
School of Medicine
2004**

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WELCOME TO GRADUATE STUDIES AT USU!

The Graduate Programs in biomedical sciences and public health in the USU School of Medicine are committed to excellence in the didactic and research training of masters and doctoral degree students. Graduate students comprise an important and integral component of the academic mission and scholarly environment of USU. Our graduates are prepared for productive and rewarding careers in many areas of the biomedical sciences and public health. USU graduates serve the nation in public service, create new knowledge, train the next generation of scientists, and contribute to the advancement of health and science in both public and private positions. We are pleased that you have chosen USU for the pursuit of your master's or doctoral degree in the biomedical sciences or public health.

This Handbook is designed as a reference for your use in finding answers to frequent, recurring questions concerning graduate study at the Uniformed Services University. Much of the information contained herein also appears on the USU Graduate Education Web site (www.usuhs.mil click on "graduate education"). The information is reproduced, consolidated and indexed annually in this Handbook in a manner that makes the information easily accessible.

The Handbook contains critical information about examination and grading policies, deadlines for registration, dropping and adding courses, graduate student research support, and general information on dissertation preparation and the oral defense/final examination. However, specific regulations imposed by individual Graduate Programs are not included in a general purpose document such as this. If a graduate student has questions about current USU thesis and dissertation preparation requirements, or other regulations, he or she should contact their Program Director or the Graduate Education Office (GEO).

Graduate studies at USU consist of a rigorous schedule of classroom, seminar, and research learning experiences. It is our desire that each student successfully complete his/her degree program. The Associate Dean will ensure that the policies of USU are uniformly and fairly applied to all graduate students. This office is always available to answer your questions regarding your academic life at USU or any other aspect of the University that pertains to your performance in the Graduate Program.

You are enrolled in an institution proud of its tradition of academic and scientific excellence, and we want you to benefit from the faculty and facilities available on this campus. The staff in the GEO wishes you success in your academic studies and is always ready to assist you in your progress towards your degree.

Cinda J. Helke, Ph.D.
Associate Dean for Graduate Education
Professor of Pharmacology and Neuroscience

BACKGROUND OF USU GRADUATE PROGRAMS

The Uniformed Services University of the Health Sciences School of Medicine was authorized by the U.S. Congress in 1972. Public Law 92-426, which established the University, authorizes the establishment of a Graduate Program in the Biomedical Sciences. The Graduate Program became operative in 1977 when the first graduate student was admitted.

The Graduate Program at USU has grown from a single graduate student in 1977 enrolled in the Ph.D. Program in Physiology to approximately 170 graduate students in 2003. USU currently offers Ph.D. degrees in the Interdisciplinary Programs in Emerging Infectious Diseases, Molecular and Cell Biology and Neuroscience, as well as departmentally-based Programs in Clinical Psychology*, Medical Psychology, Military and Emergency Medicine (Undersea Medicine)*, Pathology (Molecular Pathobiology and Comparative Pathology), and Preventive Medicine (Environmental Health Sciences, Medical Zoology, and a Doctor of Public Health). Master's degree programs are offered in Comparative Medicine, Military Medical History, Public Health, and Tropical Medicine and Hygiene, as well as Master of Science degrees in Molecular and Cell Biology*, Public Health*, Aviation Physiology*, and Undersea Medicine*. Some degree programs (indicated by *) are limited to military/uniformed students.

The University is accredited by the Middle States Commission on Higher Education, and the Medical School is accredited by the Liaison Committee on Medical Education. The Department of Defense, the USU Board of Regents, the President of USU, and the Dean of the F. Edward Hébert School of Medicine, actively support and encourage graduate education in the basic medical sciences at USU.

2004/2005 CALENDAR

Fall Quarter

Mon-Fri, 2-6 Aug, 2004, Fall Quarter Registration, Current Students
Wed-Thurs, 18-19 Aug 2004, Orientation, Incoming Graduate Students
Thurs-Fri, Aug 10-20, 2004, Registration, Incoming Graduate Students
Fri, Aug 13, 2004, Summer Quarter Grades Due
Mon, Aug 23, 2004, Fall Quarter Classes Begin
Mon, Sep 3, 2004, Last Day to Drop/Add Courses
Mon, Sep 6, 2004, Labor Day (Holiday)
Mon, Oct 11, 2004, Columbus Day (Holiday)
Mon-Fri, Oct 25-29 2004, Winter Quarter Registration
Thurs, Nov 11, 2004, Veterans' Day (Holiday)
Fri, Nov 12, 2004, Fall Quarter Ends

Winter Quarter

Mon, Nov 15, 2004, Winter Quarter Classes Begin
Fri, Nov 26, 2004, Last Day to Drop/Add Courses, Fall Quarter Grades Due
Thurs-Sun, Nov 25-28, 2004, Thanksgiving Recess
Saturday, Dec 18, 2004-Sun, Jan 2, 2005, Winter Recess
Mon, Jan 17, 2005, Martin Luther King, Jr.'s Birthday (Holiday)
Mon-Fri, 31 Jan - 4 Feb, 2005, Spring Quarter Registration
Fri, Feb 18, 2005, Winter Quarter Ends
Mon, Feb 21, 2005, President's Day (Holiday)

Spring Quarter

Tues, Feb 22, 2005, Spring Quarter Classes Begin
Mon, Mar 8, 2005, Last Day to Drop/Add Classes, Winter Quarter Grades Due
Saturday-Sun, Mar 19-27, 2005, Spring Recess
Mon-Fri, May 2-6, 2005, Summer Quarter Registration
Fri, May 20, 2005, Spring Quarter Ends
Sat, May 21, 2005, USU Graduation

Summer Quarter

Mon, May23, 2005, Summer Quarter Begins
Mon, May 30, 2005, Memorial Day (Holiday)
Mon, Jun 3, 2005, Last Day to Drop/Add Courses, Spring Quarter Grades Due
Mon, Jul 4, 2005, Independence Day (Holiday)
Mon - Fri, Jul 18-22, 2005, Fall Quarter Registration
Fri, Aug 12, 2005, Summer Quarter Ends, Academic Year End

ADMINISTRATION

Graduate Education Office (GEO)

Graduate Education Office, Building A, Room A1045
4301 Jones Bridge Road, Bethesda, MD 20814-4799
phone: 301-295-3913 or 800-772-1747 (toll free) FAX: 301-295-6772
e-mail: graduateprograms@usuhs.mil
www: <http://www.usuhs.mil/> click on "graduate education"

Cinda J. Helke, Ph.D.
Associate Dean for Graduate Education
e-mail: chelke@usuhs.mil
phone: 301-295-1104

Janet Anastasi
Graduate Program Coordinator
e-mail: janastasi@usuhs.mil
phone: 301-295-9474

Heather DeLloyd
Educational Technician
e-mail: hdelloyd@usuhs.mil
phone: 301-295-3913

Interdisciplinary Graduate Programs

	Bldg/Room	Telephone
Emerging Infectious Diseases		
Eleanor Metcalf, Ph.D. (emetcal@usuhs.mil)	B4096	295-3413
Program Director		
Web address: http://www.usuhs.mil/mic/eid.html		
Administrative Contact: Pat Sinclair		295-5749
Molecular and Cell Biology		
Jeffrey M. Harmon, Ph.D. (jharmon@usuhs.mil)	C2129	295-3248
Program Director		
Web address: http://www.usuhs.mil/mcb/index.html		
Administrative Contact: NeTina Finley	C2095	295-3642
Neuroscience		
Regina Armstrong, Ph.D. (rarmstrong@usuhs.mil)	B2050	295-3205
Program Director		
Web address: http://www.usuhs.mil/nes/home.html		
Administrative Contact: NeTina Finley	C2095	295-3642
Comparative Medicine		
Dale Smith, Ph.D. (dcsmith@usuhs.mil) or CAPT Marlene Cole (mcole@usuhs.mil)		
Program Contacts		295-3168
Web address under development		
Administrative Contact: Kelly Mullally		295-3168

Basic Science Departments

Anatomy, Physiology and Genetics		
Harvey Pollard, Ph.D., Chair	B2026	295-3200
Juanita Anders, Ph.D. (janders@usuhs.mil)	B2046	295-3203

GEC Representative

Web address: <http://www.usuhs.mil/ana/anatomy.shtml>

Biochemistry

Paul Rick, Ph.D., Chair B4014 295-3449

David Grahame, Ph.D. (dgrahame@usuhs.mil) B4070 295-3592

GEC Representative

Web address: <http://bio.usuhs.mil/>

Medical and Clinical Psychology

David C. Krantz, Ph.D., Chair B3050 295-3270

Tracy Sbrocco, Ph.D. (tsbrocco@usuhs.mil) B3044 295-9674

Graduate Program Director

Web address: <http://www.usuhs.mil/mps/Psychology/index.html>

Administrative Contact: Corinne Simmons 295-9669

Microbiology and Immunology

Alison D. O'Brien, Ph.D., Chair B4152 295-3419

Anthony Maurelli, Ph.D. (amaurelli@usuhs.mil) B4093 295-3415

GEC Representative

Web address: <http://www.usuhs.mil/mic/>

Military and Emergency Medicine

Col Gerald Schwartz, USAF, Interim Chair C1045 295-3720

CAPT Victoria Cassano (vcassano@usuhs.mil) C1050 295-9562

Graduate Program Director: Aviation Physiology; Undersea Medicine

Web address: <http://www.usuhs.mil/mim/gradprog.htm>

Military Medical History

Dale C. Smith, Ph.D., Chair (dcsmith@usuhs.mil) 295-3168

Graduate Program Director

Web address: <http://www.usuhs.mil/meh/meh.html>

Administrative Contact: Kelly Mullally 295-3168

Pathology

Robert M. Friedman, M.D., Chair B3154 295-3450

Radha Maheshwari, Ph.D. (rmaheshwari@usuhs.mil) B3122 295-3453

Graduate Program Director

Web address: <http://www.path.usuf2.usuhs.mil/default.html>

Administrative Contact: Elaine Hill 295-3450

Pharmacology

Brian M. Cox, Ph.D., Chair	C2001	295-3223
Aviva Symes, Ph.D. (asymes@usuhs.mil)	C2126	295-3234
GEC Representative		
Web address: http://www.usuhs.mil/pha/index.html		

Preventive Medicine and Biometrics

Gerald R. Quinnan, M.D., Chair		
Gary Gackstetter, Col, USAF (ggackstetter@usuhs.mil)	A1044	295-3050
Graduate Program Director		
Tomoko Hooper, MD (thooper@usuhs.mil)	A1040G	295-1975
GEC Representative		
Web address: http://www.usuhs.mil/pmb/PMBintropage.html		
Administrative Contact: Tina Thompson		295-1979

Other Commonly Used USU Offices

	Bldg/Room	Telephone
Audiovisual Center	G070	295-3337
University Information Systems	G007	295-3304
Environmental Health and Occupational Safety	A2020	295-3305
Equal Employment Opportunity	UP002	295-3969
Financial Management	A1040B	295-3096
Laboratory Animal Medicine	G169	295-3315
Learning Resource Center (Library)	D1001	295-3350
Military Personnel Office	C1016	295-3086
Multidisciplinary Laboratories (MDL)	A2030	295-3301
Office of Recruitment & Diversity Affairs	A1019	295-3965
Office of Research	A1032	295-3303
Security	UP001	295-3033

GENERAL INFORMATION

Student Identification Badges

USU Identification Badges must be worn when on campus and are required for security clearance to get on the NNMC/USU campus. The University Identification Badge is essential for identifying USU graduate students to our campus security forces and provides access to other necessary areas and special functions. Student I.D.s will be issued during Orientation Week. If the ID badge is lost or stolen, notify the security office immediately and obtain a replacement.

E-mail and Internet Access

Each USU graduate student will be assigned an electronic mail and internet access account whereby the student can send or receive mail messages, check the Bulletin Board for information pertaining to USU, access the WWW, and have remote access to the LRC and its databases. Access to e-mail and the internet will be available through computers located in the individual Programs and labs, and via remote dial-in service. It is critical that students regularly check their USU e-mail account and the USU GEO web site. Most information, notices, and reminders are distributed to students only by e-mail or posted on the web site.

Textbooks

Textbooks for courses that graduate students take with medical students (i.e., medical school courses such as Medical Pharmacology) will be issued, free of charge, to the students. Acquisition of textbooks for graduate courses is generally the responsibility of the student. However, under some circumstances a Graduate Program may purchase textbooks for use by their students in a specific graduate course. The program may request the return of these books at the end of a course. If you purchase textbooks, you may do so from the vendor of your choice. The Foundation for Advanced Education in the Sciences (FAES) maintains a Bookstore on the campus of the National Institutes of Health in Bethesda. Through a cooperative arrangement, USU faculty and students are authorized to utilize this bookstore to purchase textbooks and other study materials.

Learning Resources Center (LRC)

The Learning Resources Center (LRC) is available to all graduate students at USU. During Orientation Week, or shortly after arriving on campus, you should stop by the front desk at the LRC with your USU ID card. After scanning information, this card can serve as both the USU ID card as well as the LRC (Library) card. You may also obtain an account that will permit remote access to the LRC online collection of journals, books and valuable databases.

The LRC maintains numerous computers, printers, scanners, etc. available for your use. The LRC is part of a network of medical and scientific libraries throughout the nation and can obtain reprints from most scientific journals. Questions regarding the utilization of the LRC and methods for obtaining scientific articles should be asked at the circulation desk upon entering the facility. Hours of the LRC

vary from week to week during the academic year. The hours are posted on the doors of the facility and on the USU web site (<http://lrcgwf.usuf2.usuhs.mil/>).

Graduate Student Association

The Graduate Student Association (GSA) aims to be the voice for and act on behalf of all USU graduate students, to promote communication among graduate students of all Programs, and to provide services beneficial to graduate students. The Association is led by the graduate student representative on the Graduate Education Committee (GEC), with assistance from student representatives from each individual department or program. Committees of graduate students assist with special projects at the University.

Current services and activities sponsored by the Association include a website (<http://www.usuhs.mil/geo/gsa>) and a folder on the USU bulletin board (http://www.usuhs.mil/usuhs_only/cgi-bin/config18.pl), the initiation of a Graduate Student Education Enrichment Fund to be used to provide funds for a graduate student travel grant, and the foundation of a career development workshop held during the Graduate Student Colloquium each spring. To date, the GSA has successfully seen to the initiation of two courses for graduate student education enrichment, Education Methods, which began in the Fall of 2002, and Grant Writing for Graduate Students, which began in May of 2002. USU graduate students are automatically members of the GSA, and are encouraged to attend the bi-monthly meetings and to serve as Student Representatives of their Program, or on the various GSA or USU committees.

Health Insurance

Civilian graduate students are required to provide proof of health insurance to the GEO each fall. **Health insurance is mandatory.** Students can choose any health insurance policy available to them.

The GEO has information 2 health insurance policies. For the National Association of Graduate-Professional Students (<http://www.nagps.org/>) policy, students enroll in and pay the fees for the insurance directly (download forms at http://www.student-resources.net/plans/nagps/nagps_2002/485-6nrl.pdf). Health insurance plans are also available through the Foundation for Advanced Education in the Sciences (FAES) located at the National Institutes of Health. For this plan, the fees are paid through the GEO. The FAES telephone number is 301-496-8064 to make an appointment for enrollment.

SEVIS Requirements: International Students on F-1 Visas

During the past year there have been numerous regulatory changes affecting the status of international students holding F-1 visas. Many of these regulations are part of the SEVIS (Student and Exchange Visitor Information System) program. SEVIS is a federally mandated electronic system that requires institutions such as USU to provide data to the Immigration & Naturalization Service (INS, now part of the Department of Homeland Security, DHS). The intent of SEVIS is to provide assurance that international students are maintaining full time status in the U.S., to allow quicker reporting of “event changes,” and to allow the INS/DHS to monitor colleges and track trends.

Although the SEVIS system is new, the INS/DHS has always required USU to keep certain information on all F-1 visa holders. SEVIS now requires that we inform the INS/DHS of certain changes in a student's status rather than simply keep this information on file at USU. **While the majority of regulations that affect an international student's stay in the U.S. have not changed, the reporting aspect of SEVIS means that the student will need to be much more aware of his/her responsibilities.**

All U.S. schools began using INS/DHS's SEVIS system for issuance of I-20s (DS-2019s) in Feb. 2003. All current and incoming USU international students have been entered into the SEVIS database and should have a SEVIS I-20.

The GEO must regularly provide the INS/DHS with reports verifying the full-time enrollment of students holding F-1 visas, and must also report "events" such as change of address, change of degree, employment authorization, termination, graduation, etc. These reports will need to be sent to the INS/DHS within 21 or 30 days of the event occurrence. A INS/DHS fact sheet of reporting requirements is available on the web page at http://www.immigration.gov/graphics/publicaffairs/factsheets/02.12FINALRU_FS.htm. The following is a list of the type of "reportable events" and additional information that you will need to familiarize yourself with in order to meet your obligations.

Change of Address, Name, Dependent Information. USU is now required to report to INS/DHS a student's change of address, name, and dependent information. **Please remember to update your information with the GEO within 10 days of changing your address, name and/or dependent information.** To do so, come to the GEO (A1045) or send an email to Janet Anastasi (janastasi@usuhs.mil). The INS/DHS requires that the "Home Address" be an address outside the United States. Indicate changes in your local residence address (where you physically reside). Failure to update this information may require the student to leave the country, and re-enter with new documents in order to return to status. SEVIS is not very forgiving!

Full Course of Study Requirement and Reporting Requirements for Exceptions. USU is required to report to INS/DHS when a student fails to enroll, to register for a quarter, or registers but drops below a full course of study (12 credit hours/ quarter). **International students must register on time for a full time course of study each quarter.** International students no longer qualify for a "grace quarter," and must remain enrolled until the degree is completed. There are certain circumstances under which GEO can approve a "drop below" a full time course of study but in all cases this approval must be obtained from the GEO before the student actually drops below. Otherwise the student will fall "out of status", even if the "drop-below" could have been authorized. The circumstances that warrant such authorization are limited to the following: medical reasons documented by a physician; when a student is in his/her final quarter prior to graduating; and when a student has legitimate academic difficulties. The drop-below for reasons of academic difficulty can only be authorized once during a student's program of study at a particular degree level.

Laboratory Training. International students are offered admission to USU to be supported by and to work in a specific research laboratory. The DoD has approved these assignments based on the student's application file, and on the specific USU laboratory involved. If a USU international graduate student will be working (rotation, collaboration, change of thesis advisor) in a laboratory different from that originally indicated in the letter offering admission to the student, **the GEO must be notified prior to the event.** This is necessary to ensure (and to clear through the necessary channels) that international students and USU laboratories are in compliance with the USA Patriot Act, DoD, USU and other regulations relevant to potential access to biological select agents, toxins, and radiological agents by international graduate students.

Practical Training. International students can no longer apply for post-completion practical training after they have already graduated. This training must be requested prior to completion of the course of

study. Students who have already used 12 months of practical training based on the completion of one degree level are eligible for an additional 12 months if they move to a higher degree level.

Parking

Parking at USU is on a first-come, first-served basis. Reserved parking spaces are provided for disabled individuals and Government vehicles only. Students parking their vehicles in the USU underground parking facility must register their vehicle with Security. Each student will complete USU Form 5004 containing vehicle registration information which will be kept on file in Security. A parking pass (DoD and USU decals) will be issued at that time. Questions regarding parking and/or regulations should be referred to Security (phone number 295-3033). Bicycle parking is available on the first level of Building C outside the back entrance to the student carrel/study area and the ground level of Building B near the Security Office.

Food Services

The full service USU cafeteria is located on the first floor of B Building and is open between the hours of 6:30 a.m. and 2:00 p.m. Vending machines containing soft drinks, candies, cookies and chips are available in Buildings A, B and C. William III, located in the lobby of Building C, serves gourmet coffee, muffins, cookies, and sandwiches.

Housing

USU does not provide student housing nor does it have housing facilities. Housing in the local community is readily available. Students are encouraged to contact the Navy Housing Office located in the Bethesda Naval Hospital (301-295-0798) for a list of available housing in the local area. Another source to obtain housing information is 1-800-999-RENT or 585-RENT. You can also go on-line at www.apartmentguide.com for a complete Apartment Guide. You can also advertise your housing needs or search for available housing on the USU electronic bulletin board at http://www.usuhs.mil/usuhs_only/blbrd/bulletin.html, an NIH housing resource at <http://www.recgov.org/housing/housing.html>, the NNMCM housing office at <http://nndc.bethesda.med.navy.mil/Military%20Housing.htm>.

Recreational Facilities

Through an agreement between the President of USU and the Commanding Officer, National Naval Medical Center (NNMC), USU graduate students may utilize recreation facilities on this Navy Base. These facilities include a gym, fitness center, outdoor recreation facility, gear, a pool, and much more. Hours of operation are Monday - Friday, 5:00 am - 9:00 pm, Saturday and Sunday, 9:00 am - 6:00 pm. for the gym and Monday - Friday, 5:00 am - 8:00 pm and Saturday and Sunday, 11:00 am - 5:00 pm for the pool (11:00 am - 1:00 pm for active duty only). Non-military USU personnel costs are \$3 daily, \$50 for 6 months, and \$75 for 1 year. These facilities are only a short walk from the USU campus. Your USU Identification Badge should be shown when requesting use of the Special Services facilities. Contact the Comfort Zone at 301-295-2450. In addition to the facilities at NNMC, there is a mini-gym here at USU, located on the ground floor of Building B. This gym is equipped with free weights, a stair master, treadmill, 2 stationary bikes, and 2 elliptical cross-trainers. Showers and lockers are readily accessible next to the gym.

ACADEMIC INFORMATION

Academic Advising

Graduate Education Office (GEO). The GEO should be an important point of contact for assistance required by graduate students at USU. The Associate Dean is responsible for ensuring that University requirements are adhered to and that all graduate students are treated in accordance with the stated policies and procedures of USU. Although questions on Graduate Program policy should generally be resolved at the Program level, the Associate Dean for Graduate Education and GEO staff are available for discussion should the solution be unsatisfactory to the student or questions remain unanswered.

Assistance from the GEO need not be officially scheduled in advance, but can consist of informal discussions at any time. Academic difficulties are best solved early in the course of the problem, and assistance should be sought as soon as there is an awareness of a difficulty. Please remember that the Associate Dean and the GEO staff are always available to speak with graduate students and are always interested in their progress even if no difficulties are involved. Please take the time to stop in the office occasionally and let them know how your studies are progressing!

Graduate Program Directors. Each Graduate Program, whether interdisciplinary or departmental, has a Graduate Program Director who represents their program on the GEC. The Graduate Program Director evaluates applicants, monitors grades, registration, and the progress of each graduate student in his/her Program. The interdisciplinary Program Directors work with their Executive Committees to establish program policies and initiatives. They also oversee all administrative and academic components of the Program. The Program Director is an important source of information and guidance for his/her graduate students.

Major Advisor. In doctoral programs and many masters programs, academic studies and research projects are guided by a major advisor (thesis advisor). This USU faculty member is selected (usually within the first year) by the graduate student with advice and agreement of the Program Director. During the first year at USU, either a temporary advisor is assigned by the Program, or the Graduate Program Director serves as the graduate student advisor. With the selection of a major advisor, a graduate student has established an individual directly responsible for guiding the scientific and academic progress of his/her studies at USU. The major advisor is also responsible for providing and/or arranging the research infrastructure and support needed for the student's thesis work.

Students should be certain to maintain close contact with their advisor in planning and progressing through academic studies and research projects. The student's advisor should be the first one aware of any problems. The student's advisor is his/her most valuable single contact at the University and should be constantly apprised of the students progress.

Graduate Education Committee (GEC). The USU GEC is responsible for providing advice to the Associate Dean for Graduate Education regarding the Graduate Program. Recommendations and comments from the GEC are forwarded to the Dean, F. Edward Hébert School of Medicine, via the Associate Dean for Graduate Education. The GEC addresses all aspects of graduate student life, but is primarily concerned with academic standings and curriculum development.

The GEC is composed of one faculty member appointed from each of the Basic Medical Science Departments and Interdisciplinary Programs. Two representatives from the Faculty Senate (appointed by the Dean) and a Graduate Student Representative also serve on the GEC. In addition to these voting members, the Associate Dean for Graduate Education, and the Vice President for Teaching and Research serve as nonvoting members. The GEC meets monthly.

The Graduate Student Representative to the Committee is elected by all graduate students. The student will be notified about the mechanism for election. In addition to attending the GEC meetings, the Student Representative meets with the individual Graduate Student Representatives for an exchange of information and ideas, and to plan activities.

Registration

The Graduate Education Program at USU is based on a quarter credit hour system. Full time students must be registered for 12 or more credit hours per academic quarter. Full time status must be maintained by civilian graduate students who are receiving stipend support and by international students (students with an F-1 visa).

Student must confer with his/her advisor or Program Director concerning courses to be taken each quarter. This is important to ensure that each graduate student registers for appropriate courses, acquires the number of graded and total credit hours needed for the degree, and meets the specific course requirements of his/her program. Course descriptions and schedules can be viewed and course registration completed on the web at the GEO home page (www.usuhs.mil, click on “graduate education” then click on “current students”). It is the responsibility of the student and his/her advisor to ensure that each student is registered for the required number of quarter hours and for courses that are being offered during that quarter.

USU SOM Graduate Program requirements indicate that graduate students must complete their degree requirements no later than seven years after initiating a program of graduate study at USU. Students will be formally notified one year prior to the deadline. If a student changes his/her course of graduate studies (either by changing the specific degree sought or changing programs), the 7 year limitation, timed from the initial entry into the USU Graduate Programs, remains in place.

Course Addition/Deletion. Each graduate student has 10 days after the beginning of an academic quarter or after the start date of a course in which to drop or add courses. Courses which are dropped or added must be listed on a drop/add form and submitted to the GEO via hardcopy or electronically via the online registration system within the prescribed time period. Requests for changes in registration following the drop/add deadline are normally not granted; however, when extenuating circumstances exist, a graduate student may petition the Associate Dean for Graduate Education for permission to withdraw from a course. The registration and subsequent withdrawal will be recorded on the student’s transcript.

NIH/FAES Graduate Course Registration. Courses are offered at the Foundation for Advanced Education in the Sciences (FAES) Graduate School at the National Institutes of Health (NIH) located across Wisconsin Avenue from the National Naval Medical Center. USU graduate students may be permitted to enroll in FAES courses and receive academic credit at USU if the Graduate Program Director deems that one of these courses is required for a student's program and no equivalent course is taught at USU. The Graduate Program must be prepared to assume the cost of tuition for these courses.

The Graduate Program Director must send a memorandum to the Associate Dean for Graduate Education requesting student enrollment in a specific course with appropriate justification. Once approved, the student will be required to complete the NIH registration form.

Academic Standards

Satisfactory academic standing is determined both by performance in formal courses, and by the non-cognitive elements required of a scientific and/or public health professional. To remain in good academic

standing, graduate students must maintain a GPA of 3.0 or better. Failure to do so will result in Program recommendation to the GEC for academic probation with remediation, or recommendation for disenrollment from the Program. Receipt of a grade of D or F will result in an academic review by the Program, GEO, and GEC. Grades of F must be remediated. The student's Graduate Program may require the remediation of grades of C or D. Doctoral students must be in good academic standing (GPA 3.0 or better, and not on academic probation) to advance to candidacy.

Academic Integrity

Satisfactory academic standing is determined both by performance in formal courses and by the aspects of academic performance, including skills attitudes, and attributes judged by the graduate faculty to be important for success as a biomedical scientist or public health specialist. These include, but are not necessarily limited to academic and scientific ethics, honesty, integrity, reliability, perception, balanced judgement, personal insight, and the ability to relate to and respect others. Students shall not use, attempt to use or copy any unauthorized material during any examination or graded exercise, knowingly present the work of someone else as their own, forge or alter any academic document, impede or interfere with the ability of others to use academic materials or complete academic work, or assist another in any of these activities. Violations of academic integrity or ethics will be brought to the attention of the Program Director, the Associate Dean for Graduate Education and the GEC. A substantiated lapse in performance and/or evidence of academic or scientific misconduct (see section below on Standards of Conduct) may result in a recommendation for disenrollment, suspension, or probation.

Withdrawal or / Leave of Absence

Circumstances, academic and/or personal, may necessitate that a student withdraw or take a leave of absence from the Graduate Program. Withdrawal or a leave of absence status indicates a voluntary ending or interruption of academic work at USU. A student wishing to withdraw or take a leave of absence must submit a request in writing to the Associate Dean for Graduate Education with approvals through his/her major advisor and Program Director. The Associate Dean for Graduate Education will notify the graduate student of final action. Withdrawal from a Program includes a formal checkout procedure. The student must formally reapply for admission if he/she wishes to return to the Program. A leave of absence may be granted for a period of up to one year (total time of leave of absence), and the student may resume his/her studies after an approved leave of absence without reapplication/readmission to the Program. Stipends will not be paid during a leave of absence. The amount of time that the student is on an approved leave of absence will not be added to the 7 year period of time permitted as the maximum time allowed for completion in USU Graduate Programs. The student must complete the degree requirements within the 7 year period timed from their matriculation into a USU Graduate Program.

Grading Policy

The policy at USU on grading and enrollment in graduate courses is contained in USU Instruction No. 1323, "Examination, Grading and Enrollment Policies for Graduate Education Programs at USU." This Instruction specifies that graduate students will receive either letter grades, or credit/non-credit grades for classes, seminars, research, and teaching when matriculated in a degree granting USU Graduate Program. Students failing to complete a course as indicated by the Program Director or Course

Director will be given an incomplete (I) grade. Unless an exception is granted by the Associate Dean for Graduate Education, a grade of "I" must be converted to an appropriate letter grade within the following two academic quarters. If not, lack of completion of the appropriate work will result in a grade of "F" for the course. Graduate courses which extend over two graduate quarters, such as medical school courses, are indicated by the letter "X" on the grade sheet and transcript until a final grade is received for the complete course. Graduate students are required to maintain a 3.0 GPA or better.

The GEO maintains a record of each student's course work. These records are utilized to monitor academic standing and the progress of each graduate student. The following designations will appear on course listings and transcripts:

<u>Grade</u>	<u>Explanation</u>
A	Superior Work.
B	Required level of work for graduate students.
C	Below required level of work.
D	Unacceptable level of work; remedial work may be required.
F	Failure to perform at an adequate level; remedial work will be required.

The above grades are assigned points (e.g. A-4, B-3, C-2, D-1, and F-0) in order to calculate the grade point average (GPA).

Other Designations

AU	Audited course, no grade or credit is assigned.
I	Incomplete, requirements of a course not yet completed
P	Passing grade in a pass/fail course.
FA	Failing grade in a pass/fail course.
R	Remedial course.
X	Course continues into next academic quarter.
W	Withdrawal from a course in progress.

Graduate students may audit a course at USU with the permission of the instructor. The student must still attend class and be certified by the instructor as having attended the majority of the classes, but will receive an AU (Audit) in the quarter hours section of the transcript and 0 in the grade point section.

Advancement to Candidacy

Advancement to Candidacy for doctoral degrees (Ph.D., Dr.P.H.) at USU consists of five important requirements. When these elements have been satisfied, an official memorandum is submitted to the Associate Dean for Graduate Education for approval. After confirming that the four requirements have been met, the Associate Dean for Graduate Education formally advances graduate students to candidacy status for the Doctoral degree. The requirements for advancement are as follows:

1. Each student must have earned at least 48 course quarter credit hours in graded (e.g. A, B, C) courses prior to advancement to candidacy and completed all required courses as mandated by the specific Graduate Program.
2. Students must have a cumulative grade point average (GPA) of 3.0 or better and be in good academic standing.
3. Students advanced to candidacy must have completed a Qualifying Examination as administered under the rules and regulations of his/her Program. The successful passing of this examination must be indicated.

4. Students must form a Thesis Advisory Committee and submit a completed USU form 641 (see below) to GEO.

5. The final step in advancement to candidacy is recognition of the graduate student's potential to achieve the degree as indicated by a formal recommendation by the Program Director.

All these elements should be contained in the official memorandum that may originate with the student's advisor, but must be signed by the Program Director before being received by the Associate Dean for Graduate Education. This memorandum should contain statements acknowledging completion of the 48 formal credit hours and required courses, achievement of the 3.0 GPA, passage of the qualifying examination, completion of the language/computer science requirement (if required by Program), and a specific recommendation that the student be advanced to candidacy.

Advisory Committee

The Thesis Advisory Committee is a cornerstone for the development, progress and evaluation of the doctoral dissertation and many masters theses. At the beginning of the second academic year at USU, each doctoral graduate student should form a thesis advisory committee and complete USU Form 641, "Report of the Advisory Committee-Graduate Program". The information which the form contains represents an agreement between the graduate student and USU concerning courses which will be accepted for transfer credit and language requirements in the student's program, and what anticipated course work and research the graduate student will undertake while pursuing a degree at USU. In addition, the form aids the GEO when reviewing graduate records in ensuring that a graduate student is on schedule in pursuing his/her degree. Since this form contains the signatures of the student's Advisory Committee members, the Program Director, the Associate Dean for Graduate Education, and the graduate student, it is an important document in guiding a graduate student's academic program at USU. During the later stages of the student's program, this document is used to ensure that the graduate student has achieved his/her initial goals. The early formation of an advisory committee should encourage the student to seek the advice and critical input from the members during the development and execution of the research project.

Current minimum GEO requirements (program requirements may be more rigorous) for the doctoral dissertation advisory committee are that it be composed of at least four persons with doctoral degrees, at least 3 of whom must be USU graduate faculty members at the rank of Assistant Professor or above with an academic appointment in the Graduate Program for which the degree is to be granted. A fourth "outside" member of the Committee must be a USU faculty member with no appointment in the Graduate Program for which the degree is to be granted or in the Department in which the students laboratory resides and/or the thesis advisor holds a primary appointment. Additional members may either hold a faculty position at USU or have an appointment outside of USU. The majority of the Committee members must have full time appointments at USU and be members of the Graduate Program granting the degree.

Masters of Science (M.S.) degrees require a written thesis, to be approved by a committee composed of three members of the graduate faculty. The committee members are typically faculty in the student's graduate program and include the student's advisor. A Graduate Program may have additional requirements for the M.S. degree thesis. Other types of masters degrees (e.g. MPH, MTM&H, MCM,)

may have Program-based requirements for preparation and approval of a thesis or other types of reports or presentations.

Graduation Requirements

Upon completion of the academic program and research project at USU, a student begins the final steps leading to the actual awarding of the doctoral degree. These final steps represent a summary of the graduate student's work at USU and a formal recognition by the University that the student is qualified to receive a degree. For doctoral students, the first step is writing the dissertation. The formats (both traditional and manuscript-based) for the dissertation are contained in a booklet available in the GEO. This booklet should be examined for the specific requirements of the dissertation. Additional requirements of the Graduate Program should also be determined and met by the candidate.

The next step in the process for doctoral candidates is the agreement by the student's major advisor and Advisory Committee that the student has completed all the requirements for graduation. A memorandum should be sent from the major advisor via the Program Director to the Associate Dean for Graduate Education stating that the student has met all the requirements and that a formal defense of the dissertation will be scheduled. The memorandum must be submitted to the Associate Dean for Graduate Education one month prior to the anticipated formal dissertation defense. The memorandum must also contain a recommendation for the Chairperson of the Examining Committee, names of the members of the student's Advisory Committee, and the exact wording and punctuation of the title of the student's thesis.

Upon receipt of the formal recommendation, the GEO will schedule a lecture room for the public portion of the defense and a conference room for the closed examination conducted by the Examining Committee. Notices are also circulated throughout the University to ensure recognition of the student's work and to solicit attendance at the public seminar.

A successful examination is indicated by the signatures of the Examining Committee on a form supplied by the GEO. Upon conclusion of the Dissertation Defense, the Chairperson of the Examining Committee submits the signed sheet indicating pass or fail through the Program Director to the Associate Dean for Graduate Education. At the same time, the Examining Committee may also submit a second form indicating acceptance of the dissertation.

The signed sheet accepting the dissertation should be submitted with 2 printed and 2 electronic (preferred PDF format on CD ROM) copies, a copyright statement, and completed and signed UMI/Proquest forms.

When the Associate Dean for Graduate Education receives the signed approval sheet, the original and copies of the dissertation, and the indication of a successful Defense from the Program Director, a memorandum requesting conferral of the degree is prepared for submission to the USU Board of Regents. This memorandum is signed by the Dean of the School of Medicine. The memorandum, a copy of the signed approval sheet, and a copy of the abstract of the student's work are reviewed by the Board of Regents at its next regularly scheduled meeting. The Board of Regents must formally vote to grant the appropriate degree. The student may then receive the degree during the formal commencement ceremony in May or in absentia.

Commencement

Each year, the 3rd Saturday of May (Flag Day), the USU holds Commencement Exercises. The USU

Commencement Exercise is a public recognition of academic diligence and success of each individual receiving their degree. The name of each graduate is read, the student proceeds across the stage to be hooded, receive their diploma, and the congratulations of University officials. The ceremony also presents to the entire University the students who have focused their studies on obtaining a graduate degree and pursuing a career in biomedical science or public health. Thus, recognition of the Graduate Programs as well as the individual degree recipients occurs. A graduate degree recipient is chosen to present a Graduate Student Farewell address, and a graduate degree recipient is awarded the “USU Graduate Student Award” at Commencement.

Individual Graduate Programs may require that their graduates attend the ceremony, be hooded, and receive their diploma at commencement. The GEO and Program Directors strongly encourage all degree recipients of the Graduate Programs to attend Commencement, to participate in this unique and exciting event, regardless of the actual date during the academic year that the thesis and defense were approved. Only those graduating students who will be attending Commencement will be considered to present the Graduate Student Farewell address or to receive the “USU Graduate Student Award”.

Graduate Student Colloquium (GSC)

Each spring, the GEC and the graduate faculty sponsor a Graduate Student Colloquium (in conjunction with USU Research Day) wherein current graduate students are given the opportunity to present the results of their research and to compete for awards. Senior students are expected to present their research work annually as either a poster presentation or as an oral (10 min) presentation. Outstanding Platform and Poster Presentations are selected by judges chosen from the graduate faculty. The recipients receive a monetary award. A plaque with the names of all participants is located in the USU library (LRC).

Those students who wish to participate in the GSC submit an abstract of their research with a request to present their work in an oral or poster presentation. Copies of selected abstracts will be printed in the Colloquium Program. A Distinguished Visiting Lecturer is selected each year to present the John W. Bullard Colloquium Lecture. Those students selected to give presentations are invited to an informal lunch with the guest speaker to discuss their work and the work of their colleagues.

STIPENDS AND RESEARCH SUPPORT

USU Graduate Student Stipends

Civilian doctoral students who are notified by the GEO of the award of a USU-supported stipend will receive monthly payments beginning September of that academic year. The stipend will be prorated over a 12 month period. Monthly payments will be made directly to the student’s account in a designated financial institution. Payments will be scheduled for the third Friday of each month. Students must notify GEO and Financial & Manpower Management (FMG) of any change in address or banking information.

USU-supported stipends will be provided for a period of no more than 3 years. Stipend support or the equivalent will be provided in subsequent years from research grants, individual fellowship awards, and/or other sources to be determined by the thesis advisor and graduate student. Outside employment is prohibited for students receiving USU stipends, is discouraged for other students, and must not interfere with the course of graduate studies.

Taxes and USU stipends. For most students, a major portion (if not all) of the USU stipend will be taxable. IRS Publication 520, Scholarships and Fellowships, provides guidance on the taxable and non-taxable portions. Because those receiving USU supported stipends are full time students working toward a degree, and the stipend is given because of students status and not for services rendered, a portion of the stipend may not be taxable. Students must report any amount received as income which exceeds the cost of school expenses that are required for enrollment or attendance such as fees, books, supplies, and educational equipment. Required educational expenses do not include living expenses such as room and board. Since each individual's tax situation is different, students should check with their tax advisor for more detailed information regarding a specific situation. The GEO (upon request) will provide a letter stating that an individual is a full time student and a candidate for a degree at an accredited institution, that the individual is receiving a stipend and that the stipend is not dependent on required services, that the individual is not an employee and is not being compensated for services rendered. This letter may be helpful if asked to prove student status and whether the nature of the stipend falls under the rules of IRS publication 520.

Money for taxes (withholding) is not taken from the stipend payment made to you each month. You will be responsible for income taxes owed to the Internal Revenue Service (IRS) and/or your state of residence. It is therefore important that each student plan ahead to make sure that he/she will not face a large tax bill when the annual tax return is filed. You should consider quarterly filing of income tax payments with the IRS. If insufficient tax has been withheld during the tax year, penalties may accrue. The Defense Finance and Accounting Service (DFAS), who handles the University's accounting and payroll, will submit information for the IRS to prepare IRS Form 1099's reflecting stipend payments. DFAS will provide each student and the IRS the dollar amount of the stipend payments for the calendar year via the Form 1099 procedure.

Fellowships for Graduate Student Stipend Support

The Henry M. Jackson Foundation for the Advancement of Military Medicine (HMJ) provides support for 3 graduate fellowships. These are the "Henry M. Jackson Foundation Fellowship in Medical Sciences" (2 awards) and the "Val G. Hemming Fellowship Award". The Fellowships are awarded annually to outstanding USU civilian graduate student doctoral candidates in the USU School of Medicine. The Fellowships provide stipend support for the final year of their dissertation research and support for attendance at a scientific meeting. Selection of the awardees is determined by a number of factors, including the expectation and likelihood of completing graduate study in time for participating in that academic year commencement exercises. Advanced civilian doctoral (Ph.D., Dr.P.H.) students who have reasonable expectations of completing their degree requirements in time to allow participation in the commencement ceremonies the following May, are eligible to apply in May/June of the prior year. Applicants must provide information on their research plan and progress, and have the support of their Program Director. Selections are made during June and announced prior to 1 August of each year.

Graduate student fellowship support is also competitively available from many other sources, such as the NIH, the Howard Hughes Medical Foundation, various private foundations such as the American Heart Association, Juvenile Diabetes Foundation, etc. Check with the USU Office of Research and/or the GEO for various opportunities to compete for extramural funding.

Educational Assistance Loans/Deferrals

The GEO is authorized to defer previous academic loans. Forms from lending institutions requesting verification of academic status and enrollment should be submitted to the GEO for completion.

Emergency Fund (Mannix International Fellows Fund). The Mannix International Fellows Fund was established in 1999 in memory of Sherry A. Mannix, who died of cancer at the age of 44. It is hoped that through this living memorial, future scientists who choose to come to this University can devote their efforts to finding answers to the world's pressing medical concerns.

The Fund is devoted to assisting both U.S. and international students with emergency expenses. The Associate Dean of Graduate Education shall make available as a loan or as a grant, such funds as he/she deems appropriate to assist graduate students dealing with unexpected and unavoidable expenses. These funds are not intended for day-to-day or anticipated expenses, but true emergencies. The funds are considered for distribution only after the student has pursued all other avenues of potential funding, e.g., family, friends. Contact the Graduate Education Office for more information should a need arise.

Doctoral Student Research Funds

USU maintains a special fund to finance doctoral student research. This resource is designed to provide funds to graduate students in addition to those provided by their major advisor. Funds are available to graduate students who have completed two years of graduate study at USU or who have been advanced to candidacy and are devoting a majority of their time to their dissertation research. Graduate research funds are currently available for two academic years. Funding beyond two years is generally not available. Requests are evaluated on a case by case basis. In recent years, the maximum funds available each year to eligible graduate students has varied between \$1,500 and \$2,500.

Forms to apply for USU graduate research funding are available from the GEO and will be sent to those eligible students in July of each year. These applications are relatively short if the funding requested is part of an already accepted University protocol by a major professor. If the research funding represents an entirely new protocol, the normal USU research review procedures must be followed. Information on the appropriate course of action is available in the GEO. These protocols are administered by the Office of Research Administration (REA) at USU. If the funding is approved, the GEO or REA will notify the student, the advisor, and the Program Director.

STANDARDS OF CONDUCT

Vacations and Other Absences from Campus

Vacation time and other personal absences should be discussed and approved with your temporary advisor, laboratory rotation advisor or thesis advisor, as appropriate. Graduate students who will be absent from the USU campus for a period in excess of 48 hours, excluding weekends and holidays, must notify the appropriate personnel in their Program, (i.e., Advisor, Graduate Program Director, etc.). International students on F-1 visas must additionally follow the regulations mandated by SEVIS (see above) and notify GEO of absences from the University.

Scientific Ethics

The following Code on the Responsible Conduct of Science was developed by USU faculty and modified and adopted by USU Graduate Students as a part of the course on “Ethics and the Responsible Conduct of Research” (IDO704). At the welcoming ceremonies for new students in August, incoming graduate students will publically recite this Code. Your behavior as a graduate student and biomedical scientist should adhere to these principles.

The Graduate Students’ Code on the Responsible Conduct of Science. “I will demonstrate honesty, integrity and professionalism in planning, conducting, interpreting and reporting my scientific research. My work will be rigorous, unbiased, ethical, scholarly, and as far as possible, objective. I will undertake only research for which I am qualified, and will collaborate and cooperate with other specialists when that is beneficial to the research.

I will show respect for my animal research subjects and human research volunteers. I will use both appropriately and humanely. I will consider both the animals and the volunteers’ comfort, not causing unnecessary pain or distress in my research, while maximizing potential benefits to both the subjects and to society, while minimizing risks. With human volunteers, I will maximize their welfare and secure fully informed consent stressing voluntariness. I will be knowledgeable about applicable laws and regulations concerning the use of animals and human research participants, and be diligent in ensuring that they are followed.

I will show respect for fellow students and researchers, ensuring that they receive appropriate credit for their contributions to the research. I will share my knowledge, methods, and results with others in a fair and expeditious way. I will provide objective, unbiased reviews of other scientists’ work. I will provide accurate and understandable information to fellow scientists and to the public.

I will consider my responsibilities to society in my choice of research topics, in using my resources wisely and safely, and in avoiding conflicts of interest and commitment. I will be involved with the social and ethical ramifications and the environmental impact of my discoveries, proceeding in the best interests in society.”

Ethics Course. All doctoral graduate students are required to satisfactorily complete the course “Ethics and the Responsible Conduct of Research” (IDO704) prior to advancement to candidacy. Utilizing lectures and discussions, this course provides participants with an opportunity to review the basic principles for responsible conduct of scientific research. The topics to be reviewed include the rationale for developing and practicing professional values, and the scientist's ethical responsibilities to society, their research subjects, and their peers. Issues concerning responsible practices in laboratory work, publication, handling conflicts of interest, and confidentiality will be discussed. Each topic area is supplemented by seminar-style discussion and contemporary readings. Graduate students will be expected to actively participate in the discussions. Library research will form the basis for the preparation of a short essay on a single topic of interest.

Personal Interactions with Faculty

Students should interact with faculty in a professional manner and with respect for the academic knowledge and authority of the faculty. However, students must not be coerced or become involved in

interactions with faculty that create, in fact or appearance, academically inappropriate behavior in what is by its very nature an unequal relationship.

A School of Medicine Dean's Policy Memorandum on "Personal Interactions or Relationships of School of Medicine Faculty and Students" states that "...members of the Faculty shall not engage in relationships with students which could be conceived as "dating", while the student and the member of the faculty are, or could be during the student's course of study, engaged in a formal course of instruction. Such relationships are considered inappropriate because they compromise the academic distinction of mentor and student, not only in the eyes of those involved but in those who may perceive such actions as a compromise. Relationships between faculty and students may also compromise the academic validity of the student's credentials."

Perceived faculty misconduct and/or inappropriate interactions or behavior with or toward a student should be reported to the Program Director and/or the Associate Dean for Graduate Education.

Harassment and Discrimination

The USU and the GEO support an environment where the worth and dignity of each student is recognized and respected, and where each student has the opportunity to achieve academic success. During the course of their academic and research activities at USU, graduate students must not be the recipients of discriminatory or intimidating actions or behaviors based on sex, race, ethnicity, religion, or sexual orientation. Graduate students should not engage in or be involved in promoting discrimination.

Sexual Harassment is defined as any unwelcome sexual advance, which includes any verbal or physical behavior of a sexual nature, and any direct or implied requests for sexual favors. It also includes any sexually oriented conduct where a student's acceptance or rejection of such behavior affects his or her level of work performance by creating an intimidating, hostile or offensive work environment. The majority of sexual harassment incidents are relatively subtle in nature, frequently associated with the abuse of real or perceived power and are not gender specific.

It is important for anyone who feels he or she is a victim of discrimination, intimidation or sexual harassment to inform the person or persons involved that his or her conduct is unwelcome and must stop. If this behavior continues, or if a hostile work environment is created, the victim should communicate his/her grievance to the Program Director, Advisor, and/or the GEO.

MILITARY STUDENTS

Reporting Procedures

The unique position of USU as an institution of the Department of Defense provides certain advantages to active duty military students enrolled in the University's Graduate Programs. A Military Personnel Support Detachment is stationed on campus (Building C, Room C1016) to assist uniformed students and faculty with personnel, records, evaluations, and other aspects of military life. Although U.S. Army (USA) and U.S. Air Force (USAF) personnel maintain their records at their respective training detachments, U.S. Navy (USN) personnel may have orders directly to the University or to one of the Navy training compounds at Bethesda. Each newly enrolled active duty military graduate student is required to

check-in with his/her Service representative at that office. A copy of the student's orders will be kept on file there.

Leave Authorization

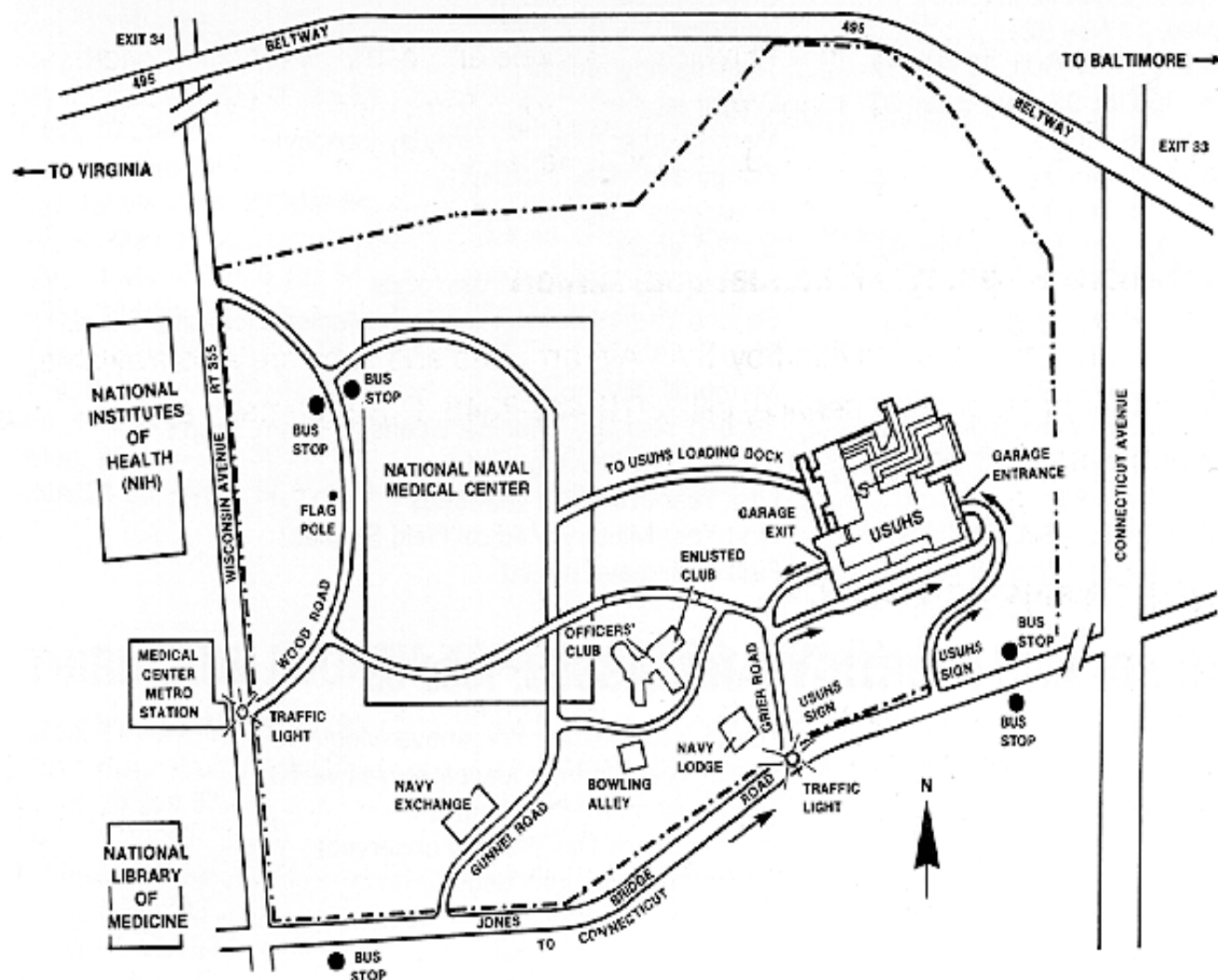
Leave authorizations for all military graduate students should be signed by the Program Director. Final authorization for leave is obtained through training detachments for USA. USN personnel and USAF personnel may apply directly through the Military Personnel Support Detachment at USU.

Uniform Requirements

While pursuing graduate studies at USU, all active duty officers are required to wear the appropriate uniform and adhere to dress standards of their Service.



LOCATION OF THE UNIFORMED SERVICES UNIVERSITY ON THE BASE OF THE NATIONAL NAVAL MEDICAL CENTER



USU Campus Buildings

